

2008-09 MONTHLY FINANCIAL REPORT

AS OF January 31, 2009

Prepared by: Finance

Cottonwood Heights

The Honorable Mayor and Members of the City Council:

The financial report for the month ending January 31, 2009 is presented for your review and comment. During January, W-2's and 1099's were completed and distributed. Currently we are working to verify sales tax receipts, E911 fees and matching them to current business licenses.

General Fund - Revenue

- Real Property Taxes Collections occurring in 2009 are now being deferred to FY 2010. A significant amount of property taxes has been collect. Currently we are waiting for the final reconciliation at the end of March.
- Sales Tax Collections Collections for the city occur two months behind the merchant's collection. The current distributions are included in this report and are slightly ahead of the prior year collections at this point in time based on annual budget.
- E911 Emergency Fees The City continues to receive a part of the E911 revenues generated on telephones within the City boundaries. Finance has re-evaluated the expectations of improvements to E911 fee reporting by telecommunication companies. It is estimated that at least \$60,000 is still not being reported as Cottonwood Heights' collections (primarily Verizon wireless). Discussions with the State Tax Commission and several telecomm companies are continuing in an effort to improve compliance by telecomm companies.
- Fee-In-Lieu of Property Taxes Collections occurring in 2009 are now being deferred to FY 2010. This tax is very slightly behind budget and the prior year.
- Franchise Taxes (Cable TV) This revenue source reports and remits on a quarterly basis.
- Transient Room Tax Collections This tax collection is reported by entities on the same schedule as general sales tax reporting. Most collections of this tax occur during the winter ski months.
- Licenses and Permits –Business Licensing is on target. Animal licensing collections have improved and the budget has been adjusted accordingly. Building permits are behind prior year activity. Road Cuts revenues are billed monthly along with over the counter payments. Billings are current.
- Intergovernmental Revenues Class C road funds are paid bi-monthly, and the budget has been revised to the reflect the anticipated reduction in revenues. Liquor Funds are distributed once a year in December and were short of the original budget. Other Federal Grants (CDBG) are reimbursed to the City as expenses are submitted for funding. We have

received two thirds of budgeted CDBG. Many other small grants have been added during the year and have various statuses of collections.

Charges for Service – Zoning revenue budget has been reduced nearly 60 percent. This is reflective of the fact that new building starts are down.

Fines and Forfeitures – We continue to receive remaining revenues from Salt Lake County Justice Courts on tickets issued prior to July 1, 2007. At June 30, 2008 there were several hundred tickets that are inactive and have a bench warrant assigned to them from the Salt Lake County Justice Court. Revenues from tickets processed through Holladay Justice court are reconciled quarterly and have now been posted. This budget has been reduced approximately 30 percent.

Interest/Miscellaneous – The interest earnings on our PTIF account with the State Treasurer is split among General Fund and Capital Projects Fund and other designated fund balances. Total earnings in all funds in the PTIF for the year are \$133,068. This is about half as much as we earned in the prior year, due mostly to interest paid rates.

General Fund – Expenditures

General Government – The City's annual general liability policy has now been paid for the fiscal year, which results in the Mayor & City Council's budget to look overspent. All general government expenditures have been moved into the City Manager's line. Data Processing expenditures have now been moved into Finance. All department expenditures are as expected within budgeted amounts. (See additional data on the Community Events and Project / Programs Summary which shows expenditures & revenues through January 21st.)

Public Safety - The Public Safety department includes police, fire and ordinance enforcement. The start-up activities for the City police department are continuing very well. The police department continues to purchase a lot of one time items in equipment and information systems. The Unified Fire department bills the city quarterly.

Highways & Public Improvements - Public Works expenditures are within budget. Impact Fee Programs include both Storm Water and Transportation fee projects. The Class C Road program budget is primarily for street lighting, water and the Salt Lake County Public Works contract.

Planning - Department expenditures are within budget.

Business Licensing - Department expenditures are within budget.

Debt Service - The City had no outstanding debt as of prior year-end. We now have entered into a financing agreement to purchase a fleet of police vehicles. With a down payment in the current year, our first debt service payment will be in fiscal year 2010.

General Fund - Other Financing Sources and Uses

Appropriated Beg Balances – Class C Road funds' beginning balance has been entered with a \$233,950 balance carried forward from FY 2008.

Impact Fees - Impact fee collections reflect the down turn in building permits.

Proceeds from Capital Leases - The capital lease for police vehicles has been funded for \$826,985.

Appropriated General Fund balance – The unreserved general fund balance available from fiscal year 2008 for appropriation is \$275,593

Transfers -

Transfers are budgeted and primarily expended at year-end when available funds are known. The original budget transfer to Capital Projects has been reduced approximately \$570,000.

General Fund – Fund Balance

Fund Balance (Expected) - The Beginning Balance Restricted Fund for fiscal year-end 2008 is included on the financial report. The ending General Fund restricted fund balance will maintain a 6.0 percent balance of \$936,166, and the unrestricted balance actually decreased by \$24,093 to a total of \$275,593. As noted above, the Class C Road funds' carried forward fund balance of \$233,950.

Capital Projects – Revenue

Grants -

Last year we received approximately \$910,000 in grant revenue for capital projects and expect to receive addition grants in the current year,

Revenue -

Interest calculations are based on the PTIF earnings rate at the State of Utah Treasurer's Pool account for the City.

Capital Projects - Expenditures

General Government –This budget has been revised to \$4,626,528 for projects and engineering. Various projects are now itemized as line items in this report. The balance of the fund will remain in fund balance.

Capital Projects – Other Financing Sources

Transfers from General Fund – The budgeted transfer of \$2,083,276 from the General Fund will be needed to balance this fund and will be made at year end. This is approximately \$570,000 less than originally budgeted.

Unreserved Capital Projects Beginning Balance – This amount of \$8,856,965 represents the prior year ending balance in the Capital Projects Fund that has been carried forward.

Employee Benefits Fund - an Internal Service Fund

The purpose of this fund is to pay as you go with regards to employee's accrued benefits. This report has been newly formatted and updated. It will now show the total balance in the PTO liability account and any uses during the reporting period.

The year-end calculated amount of the potential liability for lump sum payouts has been funded and the adjusting entry has been made equal to potential liabilities. By doing so the City should never find itself with an unexpected or unfunded employee benefit liability. This was funded \$20,428 in FY 2008 based on actual accrued employee PTO (Personal Time Off) and is budgeted to receive an additional \$88,706 funding at year-end.

Community Events & Program/Projects Summary

Attached to this report is a Community Events & Program/Projects Summary. This is a brief summary for budgetary review of expenditures by specific program or project with current balances as of the date listed.

I welcome your inquiries and appreciate the opportunity to serve.

Sincerely,

David Muir

Director of Finance

Cottonwood Heights

"City between the Canyons"

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11 - General Fund
Statement of Revenues, Expenditures and Changes in Fund Balances - Budget and Actual
For the Fiscal Period Ending January 31, 2009

Description	Adopted Budget	Amended Budget	Current Month Actual	YTD Actual	Outstanding Encumbrance	Uncollected or Available Budget	YTD Actual % of Amended Budget
REVENUES							
TAXES Real Property Taxes Real Property Taxes General Sales and Use Taxes E911 Emergency Telephone Fees Fee-In-Lieu of Property Taxes Franchise Taxes - Cable TV Transient Room Tax	\$6,600,000 5,200,000 207,000 500,000 251,654 25,000	\$6,300,000 5,100,000 204,000 500,000 250,000 20,000	\$37,033 362,931 16,905 37,000 61,949	\$6,239,246 \$2,086,038 \$88,711 \$48,593 \$172,520 \$6,174		\$60,754 3,013,962 115,289 11,407 127,486	99 4 4 4 4 4 4 4 4 9 9 8 9 8 8 9 8 8 9 8 8 9 8 8 9 8
TOTAL TAXES	12,783,654	12,374,000	517,276	\$9,041,283		3,332,717	73%
LICENSES AND PERMITS Business Licenses and Permits Animal Licenses & Fees Buildings, Structures and Equipment Road Cut Fees	250,000 25,000 250,000 100,000	250,000 10,000 250,000 60,000	57,709 4,092 8,733 1,100	\$170,634 \$7,429 \$133,011 \$35,365		79,367 2,571 116,989 24,635	68% 74% 53% 59%
TOTAL LICENSES AND PERMITS	625,000	570,000	71,634	\$346,438		223,562	61%
INTERGOVERNIMENTAL REVENUE Federal Grants Homeland Security Grant Justice Assistance Grant BVP Grant Crime Victims Assistance Grant Utah Humanites Council Highway Safety DUI Grant Class C Roads Liquor Fund Allotment	65,000 1,271,561 40,000	65,000 80,000 24,174 11,382 15,080 3,000 14,875 1,150,000	21,066	\$42,585 \$0 \$2,852 \$0 \$0 \$0 \$2,479 \$261,698 \$33,563		22,415 80,000 21,322 11,382 15,080 3,000 12,306 588,302 0	66% 0 0% 0 0% 0 0% 17% 100%
TOTAL INTERGOVERNMENTAL REVENUES	1,376,561	1,397,074	18,214	\$643,177		753,897	46%
CHARGES FOR SERVICE Zoning and Sub-division Fees Sale of Maps and Publications TOTAL CHARGES FOR SERVICES	116,000 2,000 118,000	50,000 1,000 51,000	9,744	\$35,490 \$85 \$35,576		14,510 915 15,424	71% 9% 70%
FINES AND FORFEITURES Courts Fines TOTAL FINES AND FORFEITURES	282,790	200,000	1,964	\$106,587		93,413	53%

Cottonwood Heights
11 - General Fund
Statement of Revenues, Expenditures and Changes in Fund Balances - Budget and Actual
For the Fiscal Period Ending January 31, 2009

Statement o	Statement of Revenues, Expenditures and Changes in Fund Balances - Budget and Actual For the Fiscal Period Ending January 31, 2009	ss, Expenditures and Changes in Fund Balance For the Fiscal Period Ending January 31, 2009	Shanges in Fund Balan Ending January 31, 200	ices - Budget ar 39	nd Actual		57% <u>Year Elapsed</u>
Description	Adopted Budget	Amended Budget	Current Month Actual	YTD Actual	Outstanding Encumbrance	Uncollected or Available Budget	YTD Actual % of Amended Budget
MISCELLANEOUS REVENUE Interest Revenues Miscellaneous Revenues Accident Report Fees	\$250,000	\$10,000 19,264 1,000	\$8,976 1,143 690	\$15,612 \$30,718 \$2,379	(5,300)	(\$5,612) (11,454) (1,379)	156% 159% 238%
TOTAL MISCELLANEOUS REVENUES	250,000	30,264	10,809	\$48,709	(5,300)	(18,445)	
	15,436,005	14,622,338	629,691	\$10,221,769	(5,300)	4,400,569	20%
GENERAL GOVERNMENT LEGISLATIVE Mayor & City Council	423,567	509,697	19,798	\$324,369		185.328	64%
Legislative Committees & Special Bodies Planning Commission	86,323 11,250	116,873	(3,168)	\$67,966 \$2,925		48,907 8,325	58% 26%
	521,140	637,820	16,840	\$395,260		242,560	62%
DICIAL Courts & City Prosecutor	270,000	130,000		\$65,610		64,390	20%
	270,000	130,000	•	\$65,610		64,390	%09
EXECUTIVE & CENTRAL STAFF City Manager	634,409	750,423	56,880	\$377,582		372,841	20%
TOTAL EXECUTIVE & CENTRAL STAFF	634,409	750,423	56,880	\$377,582		372,841	20%
ADMINISTRATIVE AGENCIES Finance Attomey	239,382 165.375	237,994	15,322	\$98,433		139,561	41%
	70,449 301,515	74,740 282,933	7,855	\$41,691		33,049 123,742	
TOTAL ADMINISTRATIVE AGENCIES	776,721	761,042	60,171	\$375,270		385,772	49%
TOTAL GENERAL GOVERNMENT	2,202,270	2,279,285	133,892	\$1,213,723		1,065,562	23%

Cottonwood Heights
11 - General Fund
Statement of Revenues, Expenditures and Changes in Fund Balances - Budget and Actual
For the Fiscal Period Ending January 31, 2009

Description	Adopted Budget	Amended Budget	Current Month Actual	YTD Actual	Outstanding Encumbrance	Uncollected or Available Budget	YTD Actual % of Amended Budget
PUBLIC SAFETY Police Fire Ordinance Enforcement	\$5,863,124 3,151,987 161,200	\$6,202,291 3,029,451 162,298	\$463,366 763,440 15,017	\$4,304,565 \$2,191,430 \$90,615	\$15,360	\$1,897,726 838,021 71,683	69% 72% 56%
TOTAL PUBLIC SAFETY	9,176,311	9,394,040	1,241,823	\$6,586,609	15,360	2,807,431	%0Z
HIGHWAYS AND PUBLIC IMPROVEMENTS Public Works (City Dept) Impact Fee Program Class C Road Program	281,195 60,000 1,271,561	262,397 60,000 1,373,950	27,408	\$135,434 \$0 \$644,063		126,964 60,000 729,887	52% 0% 47%
TOTAL HIGHWAYS AND PUBLIC IMPROVMENTS	1,612,756	1,696,347	142,044	\$779,497		916,850	46%
COMMUNITY AND ECON DEV Planning Business Licensing	571,170 53,701	493,159 62,759	34,605 6,553	\$277,451 \$34,848		215,708 27,911	56% 56%
TOTAL COMMUNITY AND ECONOMIC DEVELOPMENT	624,871	555,918	41,158	\$312,299		243,619	26%
DEBT SERVICE							
TOTAL EXPENDITURES	13,616,208	13,925,590	1,558,917	\$8,892,128	15,360	5,033,462	64%
Excess (Defic) of Revenues over Expenditures	1,819,797	696,748	(929,226)	\$1,329,641	(20,660)	(632,893)	191%

Cottonwood Heights
11 - General Fund
Statement of Revenues, Expenditures and Changes in Fund Balances - Budget and Actual
For the Fiscal Period Ending January 31, 2009

ted YTD Actual % lble of Amended st Budget	\$0 100% 42,630 29% 0 100% 0 100%	42,630 97%	(590,262) 128%	2,083,276 0%	2,083,276 0%	3,538) 0%	100%	3,538) 386%	100%
Uncollected or Available Budget	4			2,08	2,08	50) (2,673,538)		50) (2,673,538)	
Outstanding Encumbrance			(20,660)			(20,660)		(20,660	
YTD Actual	\$223,950 \$17,370 \$826,985 \$275,593	\$1,343,898	\$2,673,538	0\$	\$	\$2,673,538	\$936,166	\$3,609,705	\$936,166
Current Month Actual	885	885	(928,341)			(928,341)		(928,341)	(000)
Amended Budget	\$223,950 60,000 826,985 275,593	1,386,528	2,083,276	2,083,276	2,083,276		936,166	936,166	936,166
Adopted Budget	60,000	829,171	2,648,968	2,648,968	2,648,968		936,166	936,166	936,166
Description	OTHER FINANCING SOURCES Reserved Class C Roads Beg Bal Appropriated Impact Fees - Current Year Collections Proceeds from Capital Leases Unreserved Beg Fund Balance Appropriated	TOTAL OTHER FINANCING SOURCES	Subtotal Available Revenues & Sources	OTHER FINANCING USES Transfers to Capital Projects Fund	TOTAL OTHER FINANCING USES	Current Change in Fund Balance	GENERAL FUND RESTRICTED BALANCE	FUND BALANCE (Expected)	Fund Balance Detail Restricted Fund Balance Ending Prior YE Current Chance In Inrestricted Fund Balance

Cottonwood Heights
45 - Capital Projects Fund
Statement of Revenues, Expenditures and Changes in Fund Balances - Budget and Actual
For the Fiscal Period Ending January 31, 2009

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Description	Adopted Budget	Amended Budget	Current Month Actual	YTD Actual	Outstanding Encumbrance	Uncollected or Available Budget	YTD Actual % of Amended Budget
REVENUES State Government Grants Interest Revenues	300,000	\$375,000	9,510	\$0 \$120,080		\$375,000	0%
TOTAL REVENUES	300,000	675,000	9,510	\$120,080		554,920	18%
EXPENDITURES							
Pavement Maintenance	1,200,000	1,204,153	25,634	\$569,338		634,815	47%
Figure 1996 Course	000,00	240,000	393	\$49,771 \$86,574		107,229 153,426	32% 36%
Fublic works Glo inventory Bus Bench Installation	25,000	25,000 23,316	6,577	\$13,503		11,497	54%
Traffic Calming	75,000	75,000	17,560	\$28,089	2,110	46,911	37%
Storm Drain Improvements Caballero Storm Drain	450,000	203,833	527	\$85,992	•	117,841	42%
Reindeer Storm Drain		233,035		\$28,667		o [100% 100%
Cross Gutter Replacement	50,000	99,756	ĺ	\$12,312		54,444	18%
County Land Grant	1,937,896		(107)	G 69			% % 0 0
Big Cottonwood Cyn Trail		1,111,314	16,673	\$699,108		412,206	%E9
Parks, Iralis and Open Space Old Mill Pond	4,992,245	175,000	(31,276)	\$180,204		(5,204)	103%
Traffic Signal Upgrades	179,820	179,820	12,894	\$30,746		149,074	17%
Street Lighting Program Bridge Rehabilitation	50,000	26,000	8,571	\$25,900		100	100%
Danish Road Project	225,000	204 000	1 680	\$5,584 \$36,138		46,416	4.2%
Transportation Plan update	20,000	35,000	4,553	\$15,915		19,085	45%
Storm Water Plan update	30,000	30,000	1,925	\$1,990		28,010	7%
of Children Drain Cleaning & Maintenance	100,000	50,000		\$29,182 \$6,614		20,818	58% 6%
Park Improvements		75,000	31,762	\$31,762		43,238	42%
Sidewalk Keplacement Miscellaneous Small Projects	225,000	75,000 220,100	16,265	\$0 \$124,720		75,000 95,380	0% 57%
TOTAL EXPENDITURES	9,884,961	4,626,528	116,555	\$2,348,451	2,110	2,278,077	51%
OTHER FINANCING SOURCES (USES) Transfers from General Fund Unreserved Capital Projects Fund Beg Bal Appropriated	2,648,968 6,935,993	2,083,276 8,856,965	8.856.965	\$8 856 965		2,083,276	0%
TOTAL OTHER FINANCING SOURCES	9,584,961	10,940,241	8,856,965	\$8.856.965		2.083.276	81%
Unrestricted Fund Balance		6,988,713	8,749,920	\$6,628,594	(2,110)	360,119	95%

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65-Employee Benefits Fund (an Internal Service Fund)
Statement of Revenues, Expenditures and Changes in Fund Net Assets
For the Fiscal Period Ending January 31, 2009

Description	Adopted Budget	Amended Budget	Current Month Actual	YTD Actual	Outstanding Encumbrance	Uncollected or Available Budget	YTD Actual % of Amended Budget
OPERATING REVENUES					-		
Charges for Employee Benefits	\$43,163	\$87,206		(\$1,072)		\$88,278	(1%)
OPERATING EXPENSES	43,163	87,206		(\$1,072)		88,278	(4%)
Employee Benefits	44,663	88,706		\$		88,706	%0
	44,663	88,706		\$0		88,706	%0
Operating Income (Loss)	(1,500)	(1,500)		(\$1,072)		(428)	71%
NON-OPERATING REVENUES Interest Revenues	1,500	1,500	64	969\$		804	46%
Change in Non-Current PTO Liability			49	(\$376)		376	%0
NOTE: Balance of Liability Account							
NON-CURRENT PTO LIABILITY - BEGINNING Calculated future liability added Current fiscal year usage of fund	(40,292) (44,663)	(46,769) (88,706)		(\$46,769) \$0 \$0		(88,706)	100% 0% 0%
NON-CURRENT PTO LIABILITY - ENDING	(84,955)	(135,475)		(\$46,769)		(88,706)	35%

Community Events Sur	mmary		Event	Total Budgeted	Expenditures	Remaining Balance
	1/21/2009	BUDGETED AMOUNT>>>>	Revenues	116,873		-
700-Misc City Events	11-546-4112-700	Community Recreation	-	8,341	8,341	•,
701-Community Clean-up	11-546-4112-701	Community Recreation	-	-	-	-
705-Sub for Santa	11-546-4112-705	Community Recreation	1,255	-	1,211	44
710-Youth City Council	11-546-4112-710	Community Recreation	433	26	459	
711-City Birthday	11-546-4112-711	Community Recreation	-	-	-	-
713-Bark in the Park	11-546-4112-713	Community Recreation	-	-	-	-
714-Night Out Against Crime	11-546-4112-714	Community Recreation	-	11,791	11,791	-
715-Light the Night	11-546-4112-715	Community Recreation	-	•	-	-
716-Easter Egg Event	11-546-4112-716	Community Recreation	-	-	-	-
717-Appreciation Dinner Event	11-546-4112-717	Community Recreation	-	-	-	-
718-Tennis Title Sponsor Event	11-546-4112-718	Community Recreation	-	1,500	1,500	-
719-Movie in the Park Event	11-546-4112-719	Community Recreation	-	-	-	-
720-Meet the Candidate Event	11-546-4112-720	Community Recreation	-	2,154	2,154	-
721-Turkey Day Run	11-546-4112-721	Community Recreation		5,000	5,000	-
722-Relay for Life	11-546-4112-722	Community Recreation	-	-	-	•
724-Butlerville Days	11-546-4112-724	Community Recreation	29,023	43,901	72,924	-
725-City History Comm/Utah Huma	anities Coi 11-546-4112-725	Community Recreation	-	4,152	1,152	3,000
726-City Cycling Committee	11-546-4112-726	Community Recreation	-	4,000	-	4,000
501-Local ZAP - Butlerville Days	11-546-4112-501	Community Recreation	-		-	
		UNALLOCATED >>>>>>		36,007		36,007
		Totals	30,711	116,873	104,533	43,051

		<u>Program</u>			-
Other Programs/Projects		<u>Funds</u>			
1/21/2009		Booked	<u>Budget</u>	Expenditures	Remaining Budget
Community Development Block Grant (200)	Federal	21,519	65,000	6,644	58,356
Arbor Day Grant (201)	Federal	-	-	-	-
Homeland Security Grant (202)	Federal	_	-	4,000	(4,000)
Storm Water Impact Fees (350)	Fees & Assessments	6,128	30,000	-	30,000
Transportation Impact Fees (351)	Fees & Assessments	11,243	30,000	-	30,000
Citizen CERT Training (402)	State Programs	-	-	-	•
Class C Roads (415)	State Programs	789,760	1,271,561	542,058	729,503
50/50 Citizen Funds (415)	City Inititives	10,001	•	-	-
Private Donations - K-9 (802	City Inititives	11,500	11,500	9,922	1,578
Private Donations - Dare (803)	City Inititives	3,500	3,500	3,925	(425)
Private Donations - Crime Victims Fund (804)	City Inititives	-	15,080	4,379	10,701
New School District (805)	City Inititives	-	-	3,943	(3,943)
Justive Assistance Grants (806)	Public Safety	-	24,174	3,423	20,751
BVP Grant (807)	Public Safety	-	11,382	0.00	11,382
State DUI-OT Grant	Public Safety	2,479	14,875	0.00	14,875
		856,130	1,477,072	578,294	898,778

Capital Projects
See report on page 10 for Capital Projects.